

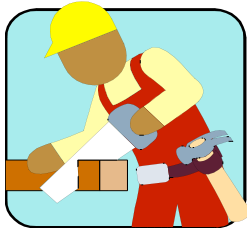
Plan Review for Food Service Establishments

City of Milwaukee Health Department
Division of Consumer Environmental Health
1-414-286-3674

Review by the Milwaukee Development Center for building, plumbing, HVAC, fire safety, ADA and electrical code compliance is independent of the review by the Health Department. The Development Center can be contacted at 414-286-8210.

When would the Health Department need the plans?

- a) Anytime it is requested by the Health Department. (WI Adm. Code Chapter HFS 196.04(6)).
- b) New Construction
- c) The conversion of an existing structure for use as a food establishment
- d) Remodeling of a food establishment
- e) A change of type of food establishment/operation and/or type of foods offered/prepared.



What needs to be included in the plan?

- a) Intended **MENU** of foods;
- b) **Description of the food operation**, (such as a food store, liquor store, supper club, caterer, fast food, tavern, short order tavern

with food, lunch wagon, coffee shop, convention center, school, bakery, etc.), number of expected staff and patrons, and the intended patrons;

- c) **VOLUME** of food that will be: stored, prepared, sold and served;
- d) The proposed **LAYOUT**-
 - ☐ All rooms, including restrooms
 - ☐ Plumbing schedule
 - ☐ HVAC
 - ☐ Kitchen exhaust
 - ☐ Mechanical schematics
 - ☐ Construction materials
 - ☐ Finish schedules



- e) The proposed **EQUIPMENT**-
 - ☐ Types
 - ☐ Manufacturers
 - ☐ Model numbers
 - ☐ Performance capacities
 - ☐ Installation specifications
 - ☐ Dimensions
 - ☐ Locations

- f) **STANDARD OPERATING PROCEDURES (SOP's);**
- g) WISCONSIN DEPARTMENT OF COMMERCE CORRESPONDENCES/APPROVALS/ CONDITIONS;
- h) OTHER

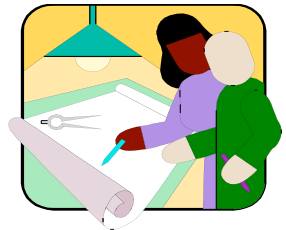
Is there a fee? How far in advance do I need to plan?

Activities, including service to the public, demolition, excavation, construction, and all alterations cannot occur before plans have been submitted and approved by all pertinent regulatory agencies. Since all projects are different, plan ahead! Make an appointment with your Health Department at the conception of your project. Plan submittal and fees for reviewing plans are required. Ask first. Save \$, time and frustration!

A person may not operate unless permission from the Health Department has been granted. A permit cannot be issued until after the plans, specifications and information have been submitted, reviewed and approved by the Health Department and the actual installation matches the approved plan. Occupancy and operation may be a coordinated decision by the building and/or plumbing inspector and Health Department. *It is not until all affected parties have inspected, reviewed and approved the final project that permission is granted.*

Where can I go for commercial kitchen ideas and designs?

Discuss your needs with an experienced and reputable Commercial Facilities Designer for your type of operation. Make sure he/she is knowledgeable about the Wisconsin Food Code. Many food service business associations keep lists of businesses that provide these services. *Do not rely on the Health Department for all of your needs to assure compliance in all areas. See our Checklist for Details!*



For Health Department Plan Submittal/Plan Review/Food Service Inspection Services/Consultations/Food License Applications, etc. in the City of Milwaukee contact:

Milwaukee Health Department
841 N. Broadway
Room 304
Milwaukee, WI 53202 1-414-286-3674